



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO

NASOCEANAINST 7421.2A

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25 JAN 1999

NAS OCEANA INSTRUCTION 7421.2A

Subj: POLICY AND PROCEDURES FOR ADMINISTRATION OF
CIVILIAN ATTENDANCE, LEAVE, PAY AND ASSOCIATED
TIMEKEEPING RESPONSIBILITIES

Ref: (a) Federal Personnel Manual 630
(b) SECNAVINST 7000.11C
(c) NAVCOMPT Manual, 033002.03
(d) HRO Manual

Encl: (1) Attendance, Leave and Absence Policies for Civil
Service Employees
(2) Defense Civilian Pay System (DCPS) Timekeeping
and Detailed Labor Distribution Procedures

1. Purpose. To set policy and procedures per references (a) through (d) for the administration of civilian attendance, pay (including overtime and compensatory time) and associated timekeeping responsibilities.

2. Cancellation. NASOCEANAINST 7421.2. Because of numerous revisions, paragraph markings have been omitted.

3. Scope. The provisions of this instruction are applicable to all personnel and organizational units authorized to incur labor charges against any funds for which the Commanding Officer is responsible.

4. Activities Affected. This instruction applies to all activities which are provided Defense Civilian Pay System (DCPS) services by this Customer Service Representative Office (CRSO).

5. General. Attendance timekeeping is the first step in the payment of civilian personnel from appropriated funds. It is essential that attendance time of employees be accurately recorded, properly certified and verified and expeditiously processed to ensure that only legal expenditures are incurred. Such accuracy is necessary if prompt payment of employees and accurate costing of labor in official financial reports are to be effective. The importance of keeping exact time and attendance records, along with proper scheduling of overtime and compensatory time is paramount in insuring Title 5, Code and Fair Labor Standards Act (FLSA) compliance and controlling labor costs.

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6. Policies, Procedures and Responsibilities. Attendance and Leave of Absence Policies are contained in enclosure (1). More detailed attendance timekeeping and labor distribution guidelines are contained in enclosure (2). Federal personnel manuals and civilian personnel instructions are guides to be used in the administration of civilian pay and leave. Clarification of issues not addressed in this instruction should be obtained from the Business Manager who serves as the central coordinator for all pay and personnel matters.



S. E. BENSON

Distribution:
NASOCEANAINST 5216.1R
Lists I (Case A) and II

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ATTENDANCE, LEAVE AND ABSENCE POLICIES
FOR CIVIL SERVICE EMPLOYEES

1. TIME AND ATTENDANCE REPORTING

2. WORK SCHEDULE CHANGES

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5. CIVILIAN OVERTIME AND COMPENSATORY TIME

Exhibit 1 - Overtime/Compensatory Request Form

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1. Time and Attendance Reporting

a. General. Supervisors are accountable for and timekeepers must be aware of the work time and absence of employees for whom they are responsible. Under the current payroll system each employee must have a work schedule established by the supervisor and on file with the payroll office. Annual leave and sick leave shall be charged in six minute increments (i.e., a tenth of an hour (Exhibit 1)). Other types of leave shall be charged in multiples of one hour. Because most civilian employees are paid on an hourly basis or fraction of an hour, an accurate record of the time an employee works and is absent must be maintained by the supervisor or timekeeper's observation of the employee's hours worked. In instances where the supervisor or timekeeper is unable to observe an employee's arrival/departure (i.e., the employee works at a remote site or flexible hours) then the following techniques must be used:

(1) Arrangements with other timekeeping or supervisory personnel to provide observation where feasible.

(2) Occasional supervisory telephone calls to an employee during times the employee is scheduled to be on duty.

(3) Occasional visits by the supervisor to the employee's work site.

(4) Determining reasonableness of work output for the time spent. If a supervisor requires a more definitive record of employees' attendance, a serial sign-in/sign-out sheet may be used, on which the employees sign their name and record their times of arrival in the order they arrive. When employees leave, they must sign their names again, in order of departure, and record their times of departure. Sign-in/sign-out sheets with employees' names preprinted on the sheet or designed to provide sign-in/sign-out information on the same line are not acceptable.

b. In all instances employees' timecards are the official time and attendance record by which employees are paid and charged leave. Attendance shall be recorded in black ink, directly on the timecard, reflecting the day and actual time of arrival and departure, if there is a deviation from the normal scheduled shift.

c. At the close of the pay period, the supervisor shall certify each employee's attendance in the space provided on the timecard (signature required, initials and facsimile stamps are prohibited). When certification by the regular supervisor is not feasible due to absence, or for any other reason, the certification shall be accomplished by a properly authorized person, operating in a supervisory capacity, who possesses

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knowledge of the employee's actual attendance. Timecards shall not be removed from the clocking station by other than timekeepers/supervisors. Timecards for employees on temporary loan from one department to another shall be certified by the department receiving the service.

d. The following procedures are required to eliminate misinterpretation of certified timecards:

(1) All manual recording of attendance shall be recorded in ink using Navy time (i.e., 0800, 1200, 1600, 2400, etc.).

(2) Erroneous entries on timecards shall be corrected by drawing a line through once on incorrect entry so as not to obliterate it, writing the correct entry and initialing by the timekeeper. The use of correction tape, whiteout liquid or attempting to otherwise erase or alter entries is prohibited and invalidates certification. Annual leave shall be charged and overtime not paid, pending receipt of a correction to the timecard. If an error is discovered after the timecard has been certified, a corrected or supplemental card signed by the certifying official shall be submitted.

(3) Irregular or temporary shift changes occurring within a pay period must be annotated on the timecard.

(4) Time and attendance reports and Standard Form 71s shall be retained until an audit has been performed by the General Accounting Office or for three years, whichever is sooner.

e. Names of persons authorized to certify timecards shall be provided to the Regional Resources Service Office (RRSO) Oceana Storefront by submission of Signature Authorization Card, FAADCLANT 7100/27. Blank signature cards may be obtained from the RRSO Oceana Storefront. The certifying official's regular signature, including full surname, is required. The Signature Authorization Card shall include the typed name of the certifying official and a sample signature. For purposes of annual verification, a list of authorized personnel shall be forwarded to the RRSO Oceana Storefront each June. Deletion of an authorized person is accepted in memo form with effective date of cancellation noted.

2. Work Schedule Change

a. Under Defense Civilian Pay System (DCPS) each employee has a work schedule. The information in the work schedule is used to print the correct data on the timecard, allow for editing time and attendance and charging work to the Standard Job Order Number. A Work Schedule Change (WSC) should be submitted if information is different from the Work Schedule Default of the

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Distribution Record. New employees shall have a schedule established in the system when they are hired. Timekeepers shall use the WSC to report the newly hired employee's schedule to the payroll office for input into DCPS.

b. The DCPS Work Schedule Change (Exhibit 1) is designed for establishing and reporting changes to the employee's time and attendance related data. This is not a timecard! Each employee has a schedule in the system. If there are changes to be made to an employee's schedule, the timekeeper shall use the WSC to report them. Hours of work are not part of the work schedule, only the total number of hours in the schedule. If an employee has multiple productive job orders, use the one most frequently used or leave blank. If left blank all entries on the timecard shall be completed.

c. Instructions

(1) Identifying Information. The employee's name, social security number, activity code and distribution code shall be provided for proper identification.

(2) Effective Date. This is the date the scheduled tour of duty begins. For new employees, it would be the date of hire; for changes it would be the date the new schedule becomes effective. A change form may be submitted prior to the effective date and the system will ensure that it begins at the proper date.

(3) Alternate Work Schedule (AWS) Code. This code identifies the alternate work schedule, if any, to which an employee is assigned. The AWS code is required for initial establishment of a tour of duty and thereafter, only if a schedule change also changes the AWS assigned. Refer to AWS Codes (Exhibit 2).

(4) Pay Period Tour of Duty. The Pay Period Tour of Duty blocks show the actual biweekly tour of duty an employee is scheduled to work. The number of hours scheduled per day is shown in the first block under appropriate day of the appropriate week and the assigned shift code is given in the second block. Refer to Shift Codes Assigned (Exhibit 3). AWS codes 3 or 7 only require weekly total of hours to be given in the Saturday blocks. For AWS codes 4 and 5, show the biweekly total of hours on the second week Saturday block only. The entire normal biweekly tour of duty shall be shown regardless of effective date of the schedule. Partial schedules shall not be processed. Additionally, the payroll office will need to know if a graded or second shift ungraded employee is entitled to Sunday premium for work that begins on Saturday night and ends Sunday morning. An "X" placed beside the Shift Indicator Code for the appropriate Saturday will indicate that Sunday premium is payable. Sunday premium shall only be paid if the "X" is present.

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(5) T/A Status Code. The T/A Status Code informs the payroll office of changes in an employee's status. Valid codes are:

<u>Code</u>	<u>Value</u>
A	Active
P	Pending Separation
X	Deceased

Since most employees are active, "A" should only be used to correct a "P" or "X" code that was submitted in error. The effective date of the status change to "P" or "X" is the last day of work or death.

(6) Platoon Rotation Code. Platoon rotation schedules can be established for those employees that rotate through a group of set work schedules over a period of time, thus eliminating the need to constantly prepare schedule changes for employees such as firefighters or rotating ungraded employees. If a command has employees for whom a platoon rotation may be applicable, provide the platoon rotation schedule (Exhibit 4).

(7) Standing Job Order Number. The Job Order Number contains up to 30 alpha numeric characters. Positions 1 through 5 are the UIC; position 6, the last number of the fiscal year and positions 7 through 11, the Job Order Number assigned by the Business Manager.

(8) Ungraded Employee: Rotating Shift Hours. The number of hours an employee will work on each shift for the entire year must be determined for those ungraded employees assigned to tours of duty that rotate through different shifts. This is required to properly compute the annual salary for FEGLI deductions. The annual number of hours spent on each shift is indicated in the appropriate block and must total 2087.

(9) Graded Employee: Normal Night Differential. Since all graded employees are assigned a shift code of "O," the number of hours of night differential on a daily basis to which an employee is entitled, must be shown. (Since night differential for graded employees is paid at one rate, do not differentiate between second or third shift). If a schedule change affects only the number of hours of night differential entitlement, only this field needs to be completed. If a graded employee's hours of night differential fluctuate daily, the number of hours for the majority of the biweekly schedule shall be used. Variations of this shall be treated as exceptions when completing the timecard.

d. The WSC shall be signed by the official authorized to certify the employee's timecard. The date submitted does not have to be the same as the effective date, however, the form

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should be submitted as soon as possible after the effective date to allow sufficient processing time. Forms may be and are encouraged to be submitted in advance of the effective date.

EXHIBIT 1

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WORK SCHEDULE CHANGE

SSN:

NAME:

ACT-UIC:

DIST:

EFFECTIVE DATE

T&A STATUS CODE

PLATOON ROTATING
CODE

AWS CODE

***** PAY PERIOD TOUR OF DUTY *****

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUN PAY DAY 7
WK1								
SHIFT								
NGT DIFF								
WK2								SUN PAY DAY 7
SHIFT								
NGT DIFF								

STANDING JOB ORDER NUMBER

UNGRADED
EMPLOYEE

ROTATING SHIFT HOURS

1	2	3
---	---	---

SIGNATURE

DATE SUBMITTED

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EXHIBIT 2

ALTERNATE WORK SCHEDULE (AWS) CODES

QUICK REFERENCE FOR FULL-TIME EMPLOYEES

Definition: Identifies the Alternate Work Schedule (if any) an employee is assigned to.

CODES:

- | | |
|----------------------------|--|
| 0 - Not on AWS | Employee has a standard workweek schedule which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. |
| 1 - Flexitour | A flexible schedule which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. |
| 2 - Gliding Schedule | The employee has a basic workweek requirement of five 8-hour days, 40 hours each week and 80 hours biweekly. |
| 3 - Variable Day Schedule | The employee has a basic work week requirement of 40 hours each week and 80 hours biweekly. The number of hours in a day may vary. |
| 4 - Variable Week Schedule | The employee has a basic work requirement of 80 hours biweekly. The number of hours in a day or week may vary. |
| 5 - Maxiflex Work Schedule | The employee has a basic work requirement of 80 hours biweekly. The number of hours in a day or week may vary. |

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6 - Compressed Work Schedule The employee has a basic work requirement of 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled.

7 - First Forty The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of hours in a day can vary (0-24).

8 - Compressed Work Schedule The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled.

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EXHIBIT 3

SHIFT CODES ASSIGNED

CODES:

0* - Graded Employee

1 - First Shift - Ungraded Employee

2 - Second Shift - Ungraded Employee

3 - Third Shift - Ungraded Employee

4 - Rotating Shift - Ungraded Employee

* This is the default value for graded employees. It is system generated.

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EXHIBIT 4

PLATOON ROTATION CODES

PLATOON CODE		GRADED/UNGRADED		AWS CODE		ROT SHIFT IDC		SUN								
ROTATION																
IDC	WK	SUN	S	MON	S	TUE	S	WED	S	THU	S	FRI	S	SAT	S	IDC
01	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
02	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
03	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
04	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
05	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
06	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
07	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
	ND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N

Rotating Code - 1 alpha character

Graded/Ungraded - G or U

AWS Codes - 0, 1, 2, 6 or 8

Rotating Shift indicator - Y - Yes or N - No

Indicator - 2 Numeric characters sequential

Days of Week - Enter # of hours scheduled to work

S (Shift indicator) - Enter Shift Code Assigned (1, 2, or 3)

Sunday Indicator - Enter Y if Saturday to Sunday Shift

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3. Leave

a. Annual Leave. Generally, leave benefits are provided for all employees of the Department of the Navy who are paid from appropriated funds. Civilian employees earn annual and sick leave at prescribed rates. When employees can be spared from their duties, annual leave shall be granted freely for personal or emergency purposes. To the extent possible, management shall plan to allow each employee annual and extended periods of leave for rest and relaxation to assist in maintaining maximum efficiency and productivity. Determination as to time and amount of annual leave to be granted should be on a basis of mutual agreement between the employee and supervisor. Employees have the responsibility of cooperating with management in scheduling vacation periods and requesting leave during periods when their services can best be spared. Where emergency conditions require maximum attendance, employees should be requested to delay scheduled vacations or occasional periods of annual leave until such time their services may be spared without detriment to their organizational component. Although annual leave is a right of an employee in that its accrual may not be denied, it is the prerogative of management to make the final decision on when leave is to be used. For this reason, the use of annual leave is subject to prior approval by the appropriate supervisor. Retroactive approval may be given where circumstances warrant.

(1) Planned annual leave should be scheduled with due consideration to the workload of the department. When requesting planned annual leave or sick leave for medical appointments, reasonable notice should be given to the supervisor in advance of the desired leave date. The supervisor shall notify the employee of approval/disapproval of the request within a reasonable time after receipt of the written leave request.

(2) If, during non-working hours, an employee finds that he/she is going to be absent from work due to unforeseen circumstances which will require annual leave, the employee is responsible for notifying the supervisor or other appropriate person as soon as practicable (normally within two hours) after the beginning of their scheduled work shift. The employee is also responsible for keeping the immediate supervisor informed of when he/she expects to return to work, whenever the absence will exceed one day. In cases where the employee fails to submit any notification to the supervisor or other appropriate person, he/she shall be carried in an absence without leave (AWOL) status for the period of the absence. Immediately upon return to duty, the employee shall explain the absence and failure to communicate with the supervisor. Application for appropriate leave shall be made in the prescribed manner, within two working days following return to duty, and the reason for the unplanned absence written on the application. The supervisor shall then approve or

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disapprove the employee's application for leave. If the request for leave is approved, the AWOL status shall be changed to the appropriate leave. If the request is disapproved, the employee shall be informed and the reason for disapproval recorded on the application for leave. If the leave is disapproved, the employee may also be subject to disciplinary action.

b. Sick Leave

(1) Granted when an employee is incapacitated for the performance of their duties by illness, injury or pregnancy. An absence covering pregnancy and confinement is to be treated like any other medically certified temporary disability. It may be charged to sick leave or any combination of sick leave, annual leave and leave without pay. The regulations in relation to each type of leave shall be applied.

(2) Granted when an employee's presence on the job would jeopardize the health of others because of exposure to a contagious disease. The Comptroller General has ruled that the definition for contagious disease include "restriction of movement" within terms, "quarantine" and "isolation." Therefore, sick leave shall be granted to an employee absent because a member of the immediate family is afflicted with a contagious disease and the presence of the employee at their post of duty would jeopardize the health of others. A physician's certificate shall accompany the leave request and include type of disease, length of time the employee was required to be in attendance and a statement that, based on regulations prescribed by local health authorities, the disease required isolation, quarantine or restriction of movement.

(3) Granted when an employee is receiving emergency medical, dental or optical examination or treatment.

(4) Granted when an employee is required to receive treatment as a disabled veteran.

(5) On submission of an application for sick leave, substantiating evidence may be required in individual cases. If sick leave is not available, the employee shall be carried on annual leave, if available, or if neither sick or annual leave is available, the employee shall be on leave without pay. If the absence lasts beyond the end of a pay period, and the employee has been in a pay status, the employee shall be paid unless there is a reason to doubt the validity of the sick leave, in which case salary payment shall be withheld pending a decision on the case. As an exception to the above, an employee who is under requirement to support all requests for sick leave by medical certificate, shall be carried in an AWOL status until certification has been submitted and a determination made as to the validity of the sick leave. An employee who fails to furnish

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notification prior to return to work shall be carried in an AWOL status for the period of the absence.

(6) If, upon an employee's return to duty and submission of application for sick leave, the requested leave is approved, the period of absence shall be charged to the appropriate leave. Under circumstances which do not justify granting sick leave, but could warrant granting annual leave or leave without pay, those responsible for the approval of leave shall exercise the best possible judgment in determining whether to grant another type of leave. Non-pay status resulting from AWOL is not in itself a disciplinary action. However, when requested sick leave is disapproved, an employee should be so advised on the application for leave. Should corrective action be considered necessary, the employee may be disciplined for unauthorized absence.

(7) Requests for sick leave covering three work days or less shall be submitted within three work days following the employee's return to work. Periods of absence on sick leave in excess of three work days, or because of a communicable disease, shall be supported by a medical certificate, filed within fifteen days after return to duty. In lieu of a medical certificate, the employee's signed statement explaining the nature of the illness may be accepted when it is unreasonable to require medical certificate because of shortage of physicians, remoteness of locality or the illness does not require the services of a physician.

(8) Advancing Sick Leave. Sick leave, not to exceed thirty days, may be advanced in cases of serious illness or disability except:

(a) To an employee holding a temporary appointment, or one expiring on a specific date, in excess of the total sick leave that would accrue during the remaining period of such appointment. An employee serving a probationary or trial period shall not be construed as holding a limited appointment for this purpose.

(b) To an employee known to be contemplating retirement, resignation or when it is anticipated the employee is to be separated, and in any other case, there should be a reasonable expectation of return to duty as a prerequisite to advance sick leave.

(c) To an employee whose leave privilege has been abused as demonstrated by past use of sick leave. All requests for advance sick leave shall be submitted to the immediate supervisor in writing. Form SF-71 shall be used and supported by a medical certificate indicating the incapacitation to perform duties and expected date of return. Requests are subject to approval of the immediate supervisor and appropriate head of

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the department. An employee shall make refund for any unliquidated advance sick leave upon separation from employment, except when separated by death or retirement disability, or when unable to return to duty because of a disability (must be substantiated by physician's certificate).

(d) Approved and disapproved applications for sick leave shall be forwarded to the appropriate payroll office by the first line supervisors whenever they cover periods in excess of three work days. Approved requests for advance sick leave shall be forwarded to the Business Manager.

(e) Abuse of Sick Leave. If a supervisor has reason to believe an employee might be abusing sick leave privileges within the previous twelve month period, a medical certificate may be required to support an application for sick leave involving three working days or less. In such cases, the employee concerned shall be advised orally by the immediate supervisor that because of a questionable sick leave record, consideration is being given to requiring a medical certificate for each subsequent absence because of sick leave. Such counseling shall be documented. If the above advice does not improve the sick leave record, the employee shall be informed in writing, that all future requests be supported by a medical certificate. Supervisors of employees required to submit a medical certificate for each absence for illness, shall review the attendance record of such employee annually. The record may be reviewed semiannually upon request of the employee. If it appears that the employee is no longer abusing sick leave, he/she shall be informed in writing that there will no longer be a requirement to submit a medical certificate to substantiate an illness for periods of three days or less.

(9) Three Year Break in Service Rule

(a) Under the previous rule, employees forfeited sick leave balances if they separated from Federal service and returned after more than a three year break. 2 December 1994, OPM eliminated that rule.

(b) Former employees may have a recredit of sick leave if reemployed on or after 2 December 1994, provided the sick leave was not forfeited as a result of reemployment before 2 December 1994.

(c) Elimination of the three year break in service rule will also allow a reemployed annuitant, who did not use sick leave in computing annuity (i.e., FERS annuitant), to have sick leave reccredited. NOTE: When a sick leave balance becomes part

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of the annuity computation, none of the hours are available for recredit, not even the fractional part of a month that is eliminated during computation.

c. Restored Annual Leave. Public Law 93-181 of 14 December 1973, authorized the temporary suspension of the rule requiring forfeiture as of the end of each leave year, any excess of the maximum carryover under the following conditions:

(1) Administrative error when the error causes the loss of annual leave otherwise accruable after 30 June 1960.

(2) Exigencies of public business when such annual leave was scheduled in advance.

(3) Sickness of the employee when such annual leave was scheduled in advance.

(4) Approval Requirements. The following requirements shall be met before forfeited annual leave can be restored:

(a) The decision to schedule annual leave shall have been made at least three pay periods prior to the end of the leave year before forfeited annual leave can be considered for restoration under the new law.

(b) The determination that an exigency is of major importance, and therefore annual leave may not be used, shall be made by the head of the activity or someone designated to act on this matter.

d. Time Limit

(1) Except as stated below for extended exigency, annual leave restored shall be scheduled and used no later than the end of the leave year ending two years after one of the following:

(a) The date of restoration of annual leave is forfeited because of administrative error.

(b) The date fixed by the activity head or designated official as the termination date of the exigency of public business which resulted in forfeiture of the annual leave.

(c) The date the employee is determined to be recovered and able to return to duty if the leave were forfeited because of sickness.

(2) The time period for use of restored leave following an extended exigency of public business is two years for each calendar year, or part thereof, during which the exigency

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existed. This time period starts at the beginning of the leave year following the leave year in which the exigency is declared to be ended. An extended exigency is one that threatens the national security, safety or welfare; lasts more than three calendar years; affects a segment of an agency or occupational class and precludes subsequent use of both restored and accrued annual leave within the time limit specified in 5 U.S. Code 6304(d), to determine time limits for use of restored leave resulting from an employee's restoration to duty following an unjustified or warranted separation.

e. Separate Leave Account. Restored annual leave shall be credited to a separated leave account identifying the date of restoration, amount credited, specific schedule established for use, amount of usage and unused balance.

f. Time and Attendance Reports. Time and attendance reports shall indicate whether annual leave taken is to be charged against the employee's current or separate leave account established for restored leave. If an employee has one or more supplemental leave accounts, the time and attendance report shall identify the one to be charged for leave taken. Timekeeping instructions prescribed by the Fiscal Officer of the civilian payroll office shall specify the method to be used (such as job orders) to identify the leave account to be charged. Unless annual leave taken is identified to an employee's restored account, their regular leave record shall be charged.

g. Forfeiture of Annual Leave. Restored annual leave, if unused at the expiration of the two-year limitation, is forfeited with no further right to restoration.

h. Lump-Sum Payment. Upon separation, employees entitled to lump-sum payment shall be paid for their unused, restored annual leave if such leave still falls within the two year limitation period.

i. Military Leave

(1) The Department of the Navy (DoN) cooperates with all reserve components of the Armed Forces by granting a leave of absence for military training purposes so far as practicable and per Office of Personnel Management (OPM) regulations.

(2) Upon presentation of competent orders, full-time career, career-conditional and temporary indefinite employees and term or TAPER appointees who are members of the reserve components of the Armed Forces or National Guard will normally be granted 15 calendar days absence with pay in any fiscal year when on active duty or engaged in field or coast defense training. Employees may carry over up to 15 days military leave into the next year, not to exceed thirty days in any leave year. This

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carry over provision increases an employee's potential military leave up to 30 days. Extreme cases, which may warrant keeping the employee at the work site, should be reported to the component ordering the employee to active duty to attempt to reach a mutually agreeable solution; employing activities may not unilaterally refuse military leave to an employee who presents competent orders. Part-time career and career-conditional employees are entitled to military leave at a rate determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year. Employees are not eligible for military leave unless the activity duty is as a reservist or a member of the National Guard. Employees are not eligible for military leave for summer training as members of Reserve Officer's Training Corps, Temporary Coast Guard Reserve, participation in parades by members of the state National Guard, training with a state guard or other military organization, or Civil Air Patrol.

(3) If an employee's military service extends beyond the period in which there is entitlement to military leave, the employee may be granted annual leave or leave without pay for such military service. Non-workdays falling within a period of absence on military training duty are charged against the 15 calendar days of military leave allowed during the year; however, non-workdays occurring at the beginning or end of the training period are not charged.

j. Law Enforcement. Law enforcement leave is a special category of military leave for non-temporary employees who are members of the National Guard or a reserve component of the Armed Forces for the purpose of aiding in law enforcement in such situations as riots or prevention of looting in a disaster. The limit for such leave is 22 working days in a calendar year. This leave may not be used for any days in excess of 15 for training or other non-law enforcement duty; however, if the 22 day/year law enforcement leave is exhausted, either 15-day/year military leave or annual leave may be granted for additional enforcement duty. Gross military pay, exclusive of travel, transportation or per diem allowances, received for law enforcement duty is offset against civilian entitlements for the period, the difference being retained by the employee.

k. Court Leave

(1) DoN considers it the civic responsibility of its employees to respond to calls for jury duty and other court services. It is the policy that release from jury duty shall not be requested except in unusual situations where employee's services are absolutely necessary to meet critical deadlines. Where the latter situation exists, the head of an activity should write to the court which has requested the service, explaining the facts and requesting that the employee be released from jury

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duty. Permanent and temporary employees, both full-time and part-time, except for those employed as a substitute, when actually-employed or intermittent basis, are eligible for court leave. Court leave shall be granted to an eligible employee when required to serve as a juror, or as a witness on behalf of any party in connection with any judicial proceeding to which the United States, the District of Columbia, state or local government is a party. When employees are summoned or assigned by their activity to testify in an official capacity they are in an official duty status. The court or judicial proceeding may be located in the District of Columbia, territory or possession of the United States. The SF-71 is used to apply for court leave. Employees are required to submit supporting documentation in addition to the SF-71.

(2) Federal employees residing in Virginia may keep expenses provided by the courts. Federal employees residing in other states may be required to submit jury fees to their servicing payroll office.

(3) Should the court recess or adjourn prior to the end of a regularly scheduled workday, an employee on court leave should return to work provided a reasonable amount of time remains to do so.

(4) An employee's absence from court duty shall be charged to annual leave or leave without pay.

1. Administrative Leave

(1) Administrative leave is normally granted by the Commanding Officer for adverse weather conditions, special events or other appropriate situations.

(2) Administrative leave or excused absence is an absence from duty which may be administratively authorized without loss of pay and without charge to leave. When an administrative order to dismiss employees is given, all nonessential employees are excused from work without loss of pay or charge to leave. Employees shall be in an actual duty status in order to be excused. Employees who are not in an actual duty status when notification of dismissal occurs after opening hours must be charged the appropriate leave for the entire period of absence. Examples of such absences are as follows:

(a) Authority to close all or part of the activity because of extreme weather conditions, transportation breakdown, fires, floods or other natural phenomena rests with the Commanding Officer.

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(b) Blood Donations. Employees who donate blood shall be excused for the time necessary to donate blood and recuperation following such donation, without charge to leave or loss of pay. Normally, the maximum excusal should not exceed four hours. Employee volunteers from whom a donation is not accepted are required to return to the job immediately upon being notified by the appropriate medical authority that, for health or other reasons, they are unable to fulfill the pledge to donate.

(c) Tests and Interviews. Employees who compete in written or oral tests, or are interviewed shall be excused for this purpose without charge to leave or loss of pay when they are conducted during regularly scheduled working hours, and the competition is for positions at this activity or at other Naval activities in the Tidewater area.

(1) Employees who are under notice of separation by reduction in force shall be excused without charge to leave or loss of pay to participate in tests and interviews for positions at any federal government installation.

(2) Employees shall be excused without charge to leave or loss of pay for noncompetitive examinations within the activity.

(d) Examination for Armed Forces. Employees called for examination for duty in the Armed Forces shall be excused without charge to leave or loss of pay. If absence for this purpose exceeds one day, the employee shall be required to submit a statement from the examining office explaining the necessity for the additional absence.

(e) Appeals and Grievances. Appellants and representatives who are current employees of the activity shall be allowed a reasonable amount of official time (normally not to exceed four hours) to obtain information not reasonably available outside of working hours, for the presentation of the employee's appeal. Employees who have appealed matters on which hearings may be held, whether on or off the premises, and their witnesses and representatives shall be excused to attend such hearings without charge to leave; however, excused time for representation extends only to employees of this activity.

(f) Tardiness and Brief Absence. Tardiness, whether at the beginning of a regular work shift or after periods of authorized leave during the work shift, or other brief absence from duty during a work shift, not in excess of one hour, may be excused when reasons appear to be adequate to the immediate supervisor. The absence may also be compensated by additional work at the discretion of the supervisor. The supervisor may also handle such situations by charging it against compensatory time the employee may have credited to annual leave or leave

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without pay (LWOP) if the employee so requests. A supervisor may not require an employee to take leave under these circumstances. When an employee is granted leave or accrued compensatory time, the employee shall not be permitted to work during this period. If handled in any of the aforementioned ways, it shall not be the basis for disciplinary action. When tardiness is neither excused nor charged to leave or leave without pay, and an employee is charged with being absent without leave, the employee shall be charged with AWOL for the exact amount of time AWOL. The proper action when tardiness is habitual is not to excuse; disciplinary action may then be taken. Tardiness while reporting for duty in an overtime or holiday premium pay status is not excusable.

(g) Voting. Employees are encouraged to exercise their right to vote. Employees desiring to register and vote in any election or referendum shall be excused for that purpose under the following standards:

(1) Within Commuting Distance. Where the polls are not open at least three hours before or after an employee's regular working hours, the employee shall be excused for whatever time will permit reporting for duty three hours after the polls open or leaving three hours before the polls close, whichever requires less excused time. Under exceptional circumstances, where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable voting, depending upon the particular circumstances in each individual case, but not to exceed one full day.

(2) Beyond Commuting Distance. An employee whose place of voting is beyond normal commuting distance and in a location where absentee ballots are not permitted, may be excused, not to exceed one day for the necessary trip. Time in excess of one day must be charged to leave; however, a liberal leave policy for this purpose shall be observed.

(h) Registration. For employees who vote in jurisdictions which require registration in person, time off to register may be granted on the same basis as for voting, except no time shall be granted if registration can be accomplished on a non-working day and the place of registration is within reasonable one day roundtrip travel distance of the employee's place of residence.

(i) Toastmaster/Toastmistress Meetings. Excused time not to exceed one and one-half hours twice monthly for training purposes at Toastmaster/Toastmistress meetings is authorized for completion of the basic program, or two years, whichever occurs first.

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(j) Conferences and Conventions. Employees may be excused to attend conferences and conventions when it is determined that attendance will serve the best interests of the Federal Service. Excused absence of this type shall be limited to those situations where the employee is an official representative of the organization involved or an active, scheduled participant of the conference program. Such organizations include, but are not limited to, credit unions, association of supervisors with an official consultative relationship and labor unions. Requests by organizations to grant administrative absence to employees shall be submitted in writing, in advance of the conference to the Commanding Officer. The request shall contain the names of the employees for whom the organization is requesting the excusal, date and type of conference and a brief description of the agenda. Such requests shall be forwarded to the Human Resources Office for handling. The Commanding Officer will determine whether or not the employees will be excused, and if excused, the amount of time to be allowed.

m. Absence Without Leave. Absence without leave (AWOL) is an absence from duty which is not authorized or for which a request has been denied. It is a nonpay status of an employee resulting from a supervisor's determination that no type of leave will be granted (including leave without pay (LWOP)) for a period of absence which the employee did not obtain advance authorization, and the employee presents no reason the request for leave, on the basis of alleged sickness, has been denied. Disciplinary action may also be taken when considered appropriate.

n. Leave Without Pay

(1) Administrative Discretion. Leave without pay is a temporary nonpay status and absence from duty granted upon an employee's request. LWOP may be granted or denied by the supervisor. With certain exceptions, such as shown in, but not limited to, subparagraphs (2) and (3) below, the authorization of leave without pay is a matter of administrative discretion. Whether or not it should be granted in lieu of annual leave is a discretionary matter with supervisors. As a basic condition to approval of extended leave without pay, there should be reasonable expectation that the employee will return to duty at the end of the approved period. Such leave shall not be granted to exceed one year initially. Additionally, it should be apparent that at least one of the following benefits be expected to result:

- (a) Increased job ability
- (b) Protection or improvement of employee's health
- (c) Retention of a desirable employee

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(d) Furtherance of a program of interest to the government

(2) Each request for extended leave without pay shall be scrutinized to determine whether the value to the activity or serious needs of the employee really offset the inconvenience involved. Such requests shall be submitted, in writing, in advance by the employee. Subject to the provisions above, leave without pay in excess of two working weeks is subject to approval of the employee's immediate supervisor and Department Head.

(3) Leave without pay approved in excess of 30 calendar days shall be documented on SF-52, Request for Personnel Action, and forwarded to the Human Resource Office for preparation of SF-50, Notification of Personnel Action.

(4) Family Members of Military Personnel and Federal Employees Required to Relocate. Up to 90 days LWOP shall be granted to employed family members of transferring military and civilian personnel who are required to move on rotational assignments, in a transfer function, relocation of an activity or who accept another federal job outside of the commuting area. Additional LWOP may be granted at the discretion of the Department Head or designee. The granting of LWOP is subject to the following:

(a) An employed family member shall be advised to request LWOP prior to separation, incident to the transfer of the sponsor.

(b) LWOP shall be granted only when the family member expresses an intent to seek federal employment at the new location.

(c) "Family member" for this purpose refers to any federally employed family member whose separation is incident to the transfer of the sponsor.

o. Provisions of a Negotiated Contract. The provisions of a negotiated contract pertaining to the subject matter of this instruction apply to employees covered by such contract. The FLSA is very specific. Things that a person or management cannot do include:

(1) Work through lunch (and scheduled breaks if agreed to by a Union agreement). The practice of authorizing compensatory or overtime for working through lunch is not legal. Working through lunch violates the "continuous hour of work" rule. Lunch and other breaks are mandated to allow employees to meet rest and personal needs.

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(2) Employees who eat their lunch in the office shall not be allowed to do so in their designated work space. Employees can and have filed for overtime for "having to work" while eating lunch at their desk. Management shall provide a lunch space for employees away from their work area.

(3) Earning compensatory or overtime work performed at home is not legal. Taking work away from the office is a violation of work standards. There is no accountability for work performed off premises. Special approval (outside of the command) is required for work performed off premises.

EXHIBIT 1

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REQUEST FOR ADVANCE LEAVE		
<input type="checkbox"/>	SICK	DATE _____
<input type="checkbox"/>	ANNUAL	
EMPLOYEE NAME	SSN	DIST. CODE
EFFECTIVE DATE _____	***** USAGE *****	
HOURS REQUESTED _____	INTERMITTENT	<input type="checkbox"/>
	CONTINUOUS	<input type="checkbox"/>
REMARKS		
ATTACH DOCTOR'S CERTIFICATE FOR SICK LEAVE		
APPROVED _____ DISAPPROVED _____		
NAVAL AIR STATION OCEANA - DIVISION/DEPARTMENT HEAD ACTION		
EMPLOYEE SIGNATURE _____	SUPERVISOR SIGNATURE _____	DEPARTMENT HEAD SIGNATURE _____
DATE _____	DATE _____	DATE _____

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4. Family Friendly Leave Act. The Family Friendly Leave Act of 1994 permits civil service employees to use sick leave to care for ill family members or for bereavement. The Treasury, Postal Service and General Government Appropriations Act for Fiscal Year 1995 permits employees to use sick leave for adoption related purposes.

a. Use of Sick Leave

(1) Employee Examination/Treatment. The longstanding use of sick leave when an employee receives medical, dental or optical examination or treatment remains the same.

(2) Employee Incapacitation. The wording of this longstanding provision was clarified. The words "physical or mental illness" are used instead of "sickness" and "pregnancy or confinement." These changes help everyone understand that an employee can be incapacitated without being physically sick or confined.

(3) Family Care. As of 2 December 1994, sick leave may be used by an employee to give care, or otherwise attend to a family member having an illness, injury or other condition which, if an employee had such condition, would justify the use of sick leave. In other words, if the family member were an employee, and their condition would justify the use of sick leave, then the employee's use of sick leave to care for the family is justified.

(a) Family member means the following relatives of the employee:

- (1) Spouse and parents
- (2) Children, including adopted children and
- (3) Parents
- (4) Brothers, sisters and spouses

(5) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family member

(b) This is the same definition of family member that is used in the Federal Leave Sharing Program. Thus, an individual who meets the definition of family member under the Leave Sharing Program would be considered a family member for purpose of family care.

(4) Bereavement. As of 2 December 1994, employees may use sick leave for purposes related to the death of a family member, to include making the arrangements necessitated by the

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death and/or attending the funeral (i.e., travel, attending memorial services, pre-funeral gatherings/ceremonies, reading the will). The definition of family member, as specified under Family Care, applies to bereavement.

Note: An employee who is incapacitated as a result of severe depression or emotional distress because of the death of a family member continues to be entitled to sick leave for their own illness. This is consistent with the opinion of the Comptroller General (B-207444, 20 October 1982).

(5) Communicable Diseases

(a) An employee can use sick leave during the time health authorities or a health care provider determines the employee's exposure to a communicable disease would jeopardize the health of other employees. The key determination is whether a particular illness would jeopardize the health of other employees. Leave approving officials should rely on the expertise of health authorities or a health care provider in determining whether a communicable disease would place the health of other employees in danger. The term health care provider has the same meaning found in family and medical leave rules; that is:

(1) A licensed Doctor of Medicine or Doctor of Osteopathy or physician serving on active duty in the uniformed services and designated by the uniform services to conduct examinations.

(2) A person providing health services who is not a medical doctor, but is certified by a national organization and licensed by a state to provide the service in question.

(3) A Christian Science practitioner listed with the First Church of Christ Scientist in Boston, Massachusetts.

(b) Once the determination is made that an employee's exposure to a communicable disease no longer jeopardizes the health of other employees, this provision no longer applies. If the employee wants to provide care to the affected family member, the employee may request sick leave under the provisions of Family Care or other appropriate leave.

(6) Adoption

(a) As of 2 December 1994, an employee may use sick leave for purposes relating to the adoption of a child. This provision does not list all of the circumstances in which sick leave would be appropriate because adoption procedures and requirements differ among jurisdictions and adoption agencies.

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(b) Sick leave is justified for an activity that is necessary to allow the process to proceed. For example, if an adoption agency or court, orders or requires adoptive parents to take a specific period of time off to bond with the child, sick leave may be granted. However, sick leave is not justified if adoptive parents wish, on their own, to remain at home to bond with the child.

(c) It is important to note that activities necessary to allow the placement of a child with an employee for foster care are not included under this provision. Employees can not use sick leave for such purposes.

(7) Limit on the Amount of Sick Leave Used. There is a limit on the amount of sick leave an employee can use for family care and bereavement each leave year.

(a) The basic limit for full-time employees is 40 hours. An additional 64 hours can be used if the use of that leave does not cause the amount of sick leave to the employee's credit to fall below 80 hours.

(b) The basic limit for a part-time employee or an employee with an uncommon tour of duty is equal to the average number of hours of work in the employee's scheduled tour of duty each week. Additional sick leave, up to the amount accrued during a leave year, can be used if the use of that leave does not cause the amount of sick leave to the employee's credit to fall below twice the basic limit amount.

(c) The minimum balance must exist after deducting the amount that will be used for family care or bereavement.

(d) Limits are based on employee's current tour and require recalculation if the tour of duty changes during the leave year. At no time may an employee use more than the amount of sick leave accrued in a leave year.

(e) There are no similar limits on the amount of sick leave an employee can use for examination of treatment, incapacitation, communicable disease or adoption. This sick leave does not count toward the limits described above.

(8) Requesting and Granting Sick Leave

(a) There is no change in employee's responsibility to follow established procedures for requesting sick leave, nor is there any change in a leave approving official's responsibility to ensure that sick leave is used only for the reasons outlined.

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(b) An employee shall request advance approval for sick leave for the purposes of receiving medical, dental or optical examination or treatment. To the extent possible, an employee shall request advance approval for sick leave for family care, bereavement and adoption.

(9) Supporting Evidence

(a) When it is considered necessary and appropriate, leave approving officials may require evidence to support the use of sick leave for family care, bereavement and adoption. Such evidence shall be administratively acceptable to the leave approving official.

(b) Evidence requirements for family care may be the same requirements applied when an employee is incapacitated. For example, if an employee is incapacitated, the employee is not required to provide medical documentation when absent for three days or less; medical documentation would be required when the employee is on sick leave for more than three days.

(10) Advance Sick Leave

(a) Officials with authority to advance sick leave continue to have the discretion to grant or deny such requests. In the past, these requests involved cases where the employee had a serious disability or illness; however, when required by the exigencies of the situation, advance sick leave may also be granted for family care, bereavement or adoption.

(b) Sick leave advance for family care or bereavement shall not exceed the amount of leave the employee can use for these purposes. For example, there would be no reason to advance sick leave for family care or bereavement if the employee had already used the leave year maximum (i.e., 104 hours).

(c) Employees' requests for advance leave does not relieve them of having to meet the minimum balance requirements previously covered. For example, an employee used the basic limit of 40 hours and has an 8 hour sick leave balance remaining. The employee wants to use the 8 hours plus 32 hours of advance sick leave for family care. There would be no reason to advance the 32 hours because the employee can exceed the basic limit only if the use of the additional leave does not cause the amount of sick leave to the employee's credit to fall below 80 hours.

(11) Use of Sick Leave During Annual Leave. Authority (5 CFR 630.405) to grant sick leave during a period of annual leave is expanded to include all purposes ((1) through (6)) for which sick leave is used. For example, during an employee's scheduled vacation, the employee's child is hospitalized for two

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days. During the period of annual leave, the employee may request their status be changed to sick leave for family care for two days. The leave approving official may approve a change to the employee's status provided the conditions are met for use of sick leave for family care.

(12) Impact on Leave Transfer/Leave Bank Programs. Sick leave may be used to care for a family member, but it shall be counted as "available paid leave," when determining an employee's eligibility to become a leave recipient for a family member's medical emergency. Once approved as a leave recipient, the employee shall use available sick leave before using donated leave. For example, an employee applies to become a leave recipient (his parent had a serious heart attack and requires the employee's care). The anticipated length of absence is four weeks (160 hours). The employee's leave balances stands at 48 hours of sick and 58 hours of annual leave, with no sick leave used for family care or bereavement during the leave year. To determine eligibility, total 40 hours of sick leave and 58 hours of annual leave (the remaining 8 hours of sick leave is not available for use because the employee does not meet minimum balance requirements). The employee has 98 hours of available paid leave. Since the medical emergency can be expected to result in at least 24 hours of unpaid leave the employee can be approved as a leave recipient. Before using donated leave, the employee must exhaust the 40 hours of sick leave and 58 hours of annual leave.

(13) Impact on Family and Medical Leave

(a) The new sick leave entitlements are in addition to the entitlement most employees have under the Family Medical Leave Act (FMLA). Per Subpart L of 5 CFR 630, an employee is entitled to a total of 12 administrative workweeks of unpaid leave during any 12 month period for one or more of the following reasons:

(1) The birth of a child of the employee and the care of the child

(2) The placement of a child with the employee for adoption or foster care

(3) The care of a spouse, son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition

(4) A serious health condition of the employee that makes the employee unable to perform the essential functions of their position

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(b) An employee may elect to substitute annual or sick leave for unpaid FMLA leave, consistent with current law and regulations governing the granting and use of annual and sick leave. That means that an employee may now elect to substitute sick leave for unpaid FMLA leave, consistent with the new expanded uses of sick leave. The Office of Personnel Management (OPM) revised the family leave rules to allow agencies to require evidence that is administratively acceptable to support requests for leave under 5 CRF 630.1203(a)(2). This allows for consistent treatment of employees who use sick leave for adoption reasons and those who invoke their entitlement under the FMLA for purposes relating to adoption.

(14) Bone Marrow or Organ Donor

(a) An employee is entitled to seven days of paid leave each calendar year to serve as a bone marrow or organ donor.

(b) OPM believes there is no need to regulate this new entitlement. There are no DoD plans to establish a separate leave category for tracking this entitlement. When used, this entitlement needs to be recorded in the time and attendance systems the same way other types of excused absences (i.e., blood donation) are recorded. Although this absence is being administratively recorded as excused absence, leave approving officials need to understand they have no discretion to deny such requests. This is a statutory right of an employee.

(c) Since there will be no separate leave category in the payroll system to track usage, leave approving officials shall ensure authorized limits are not exceeded. One of the main reasons for not establishing a separate leave category is the fact that many organizations and activities have policies in place that already provide a certain amount of excused absence for this purpose (i.e., four hours of excused absence during each stage of the bone marrow procedure). Federal agencies are being encouraged to view this new entitlement as supplementing rather than superseding these established practices.

(d) Medical procedures and recuperation depends on the circumstances of each case. In many situations the excused absence will not cover the length of the absence. Employees are encouraged to use other forms of leave (i.e., sick leave, annual leave, leave without pay, advanced leave, donated leave).

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5. Civilian Overtime and Compensatory Time

a. Civilian employees are classified as working in either General Schedule (GS) or Wage Grade (WG) positions. GS employees are further designated as either exempt or non-exempt from the provisions of the Fair Labor Standards Act (FLSA). Exempt employees are usually GS-9 and above and/or supervisory personnel. Non-exempt employees are usually in positions below GS-9 which typically include clerical and other non-professional or semi-professional series. An employee's Position Description and their SF-50, Notification of Personnel Action, designate their FLSA classification.

b. Effective with the pay period beginning February 1, 1998, DCPS will allow all eligible employees including those Federal Wage System (FWS) employees covered under Section 1610 of Public Law 104-201 to earn and use compensatory time. Prior to this system change, only those FWS employees who worked a flexible work schedule were allowed to earn and use compensatory time within DCPS. Employees whose normal pay is higher than a GS-10 rate do not in fact receive time and a half whenever they work overtime. In these cases, an employee is actually paid at the GS-10 rate which is less than their normal rate of pay.

c. Wage Grade employees must be paid overtime by law. Their hourly rate of pay is multiplied by 1.5 for overtime hours worked. They cannot request nor be given compensatory time off in lieu of overtime.

d. General Schedule employees who are non-exempt must be paid overtime unless the employee chooses to work compensatory time for irregular or occasional work beyond their normally scheduled shift. If GS employees elect to earn compensatory time, then the back of their Time and Attendance cards shall state "I request compensatory time in lieu of overtime" and be signed by the individual employee.

e. Employees who change positions but remain within the same military department or defense agency shall have their compensatory time balance transferred with them. There will no longer be any payments of compensatory time balance when an employee changes Unit Identification Code (UIC) unless the employee separates or transfers to another DoD agency (i.e., from Army to Navy or from Navy to the Defense Logistics Agency (DLA)).

f. Accounts have been established to grandfather compensatory time for DLA employees since they first became subject to the 26-pay period limitation on January 5, 1997. For employees of all other departments and defense agencies, grandfathered compensatory time accounts will be established as of June 7, 1998, for unused compensatory hours earned prior to

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June 8, 1997. Compensatory time earned on or after June 8, 1997, which has not been used within 26 pay periods, shall be paid at the overtime rate in effect at the time it was earned. There will no longer be any systemic limitations on the maximum number of hours of compensatory time an employee may accumulate before it is paid as overtime; for example, the 80-hour maximum limitation which many employing activities entered in the system. DCPS will also produce a Compensatory Time Aging Report, scheduled for the pay period ending May 9, 1998. This report, which management can use for monitoring purposes, will identify employees with compensatory time balances due to be paid within the next five periods.

g. Overtime and compensatory time shall be limited to cases of necessity, such as urgent fleet readiness, safeguarding life and property, emergency situations and in individual situations where substantial savings can be demonstrated through the use of overtime. Overtime is not to be used to meet routine or recurring commitments or process backlogs of non-essential work.

h. Authorization of overtime and compensatory time shall be in writing with full justification on the Overtime/Compensatory Time Request Form before the work is performed, except in emergency situations. In either case, enclosure (2) shall be forwarded to the RRSO storefront no later than the first working day after the work is performed.

i. Overtime and compensatory time shall be earned in six minute increments (i.e., one-tenth of an hour). Likewise, annual and sick leave and compensatory time used are to be charged in six minute increments.

j. Compensatory time off may be granted before annual leave is approved except when annual leave would otherwise be forfeited.

k. Overtime or compensatory time shall not be granted to an employee when that employee has already taken leave in close proximity to the day that overtime/compensatory time is requested (i.e., an employee takes the previous day off and works overtime on that evening or during the weekend to make up the lost day of production, or takes leave during the day and works overtime/compensatory time during the same day). The only exception to overtime or compensatory time being granted is where an emergent situation requires work to be performed before overtime/compensatory authorization could be obtained in advance.

l. Each employee's leave balance shall be monitored by the supervisor before authorizing overtime, compensatory time or granting annual leave. This can be done by reviewing The Leave Availability Report, which is forwarded by RRSO after each pay period to the department payroll coordinator. This report shows

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each employee's organizational code, social security number, annual leave balance (used, available, used/forfeited), donated leave, sick leave, compensatory time, military leave, shore leave and home leave.

m. Overtime/Compensatory Pay While in Travel Status.

Whenever possible an employee's travel should be scheduled within their regular work hours. However, situations will develop where the employee will be required to travel outside their regular work hours, and that travel takes them away from their official duty station. If the travel meets the criteria for one of the four conditions described below, travel time shall be considered hours of work and payable; if not, travel time is not payable and the reasons for requiring the travel shall be recorded.

(1) Time in Travel Status. An employee should not be required to travel on an off day in order to be at work at a temporary duty station early Monday morning to attend a meeting. It is an imposition on the employee's private life that should not be made. Nevertheless, pay for travel status should not be made so attractive that employees would seek to travel on their off days in order to receive overtime pay. Through proper scheduling and administrative planning, agencies must schedule the time to be spent by employees in a travel status away from their official duty stations in such a way as to preclude the employees from being required to travel during their nonduty time. When emergencies occur or when events cannot be controlled realistically by those in authority, travel time must be paid. Whenever possible, an employee's travel should be scheduled within in their regular scheduled work hours.

(2) Administrative Considerations. Although time in travel status away from an employee's official duty station may meet the conditions in the regulations for being considered as hours of employment, it is not payable as overtime unless travel outside regular scheduled duty hours is officially ordered or approved. To be payable as overtime, the appropriate official must require the employee to travel outside their regular scheduled work hours. To this extent, time in travel status is no different than other overtime hours. If hours in a travel status are those which overtime pay is warranted, it may be appropriate to pay the employee by means of compensatory time.

(3) Time in Travel Status Away from Official Duty Station

(a) In determining the amount of time in a travel status which would be included as hours of employment, an employee is considered to be in a travel status only for those hours actually spent traveling between the official duty station and point of destination. Generally, when traveling by means of a common carrier, time in travel status begins with the scheduled

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time of departure from the common carrier terminal and ends on arrival at the common carrier terminal located at the point of destination. The exception to this rule is when the employee must spend one hour or more in travel between the common carrier terminal and place of business or residence; then the entire time spent traveling between the carrier terminal and place of business or residence (i.e., actual time spent traveling, exclusive of waiting time at terminal prior to scheduled departure time) is considered hours of employment.

(b) When an employee travels by automobile, time spent in transit between residence and place of business may not be regarded as time spent in travel status. The time in travel status begins with departure from the employee's place of business or headquarters, and ends with the arrival at the point of destination. When an employee travels from their residence directly to the point of destination, the time consumed shall be considered time spent in travel status away from the official duty station; however, the estimated travel time from the employee's place of business to the point of destination must be regarded as the maximum limitation upon travel time which is payable under law and OPM's regulations.

(c) When an employee, for personal reasons such as an aversion to flying, does not use the mode of transportation selected by the agency, or for their own convenience travels by an indirect route or interrupts travel, the employee shall be considered to be in a travel status only for the estimated time that would be spent in traveling to the point of destination by the mode of transportation selected by the agency.

(4) Responsibility for Scheduling Travel. Under Section 610.123 of OPM's regulations, agencies are delegated to record reasons for requiring travel outside the workweek when the travel is not payable under Section 550.112(e). Agencies can best determine what officer or official level within the agency is best equipped to determine when travel is required to be performed outside the workweek; generally, this will be the level of authority which orders or approves an employee's overtime work.

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DEFENSE CIVILIAN PAY SYSTEM (DCPS) TIMEKEEPING AND DETAILED LABOR
DISTRIBUTION PROCEDURES

1. TIMECARDS

Exhibit 1 - Format Type 1 Timecard

Exhibit 2 - Format Type 2 Timecard

2. TYPE HOUR CODES

Exhibit 1 - Type Hour Codes Quick Reference

Exhibit 2 - Minutes to Tenths Conversion Chart

3. CORRECTED TIMECARDS

Exhibit 1 - Format Type 1 Corrected Timecard

Exhibit 2 - Format Type 2 Corrected Timecard

4. SPECIAL PAYS

EXHIBIT 1 - Special Pay Request Form

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1. Timecards

a. There are two timecard formats. Format 1 (Exhibit 1) should be utilized for graded employees with night differential or hazardous duty pay and ungraded employees with multiple job orders, environmental pay, second shift or third shift night differential. Use Format 2 (Exhibit 2) for employees other than those described in Format 1. Format 2 does not allow for night shift differential, temporary shift overrides, environmental pay or hazardous pay. Only one timecard format shall be used to preprint timecards within a Distribution Code. Also, part of the Distribution Record is the "T/A input Frequency" field, which indicates the number of cards that will be produced: (B) Biweekly-one, (W) Weekly-two and (D) Daily-ten. Changes to the number of cards produced and timecard format should be annotated on the Distribution Record and submitted to RRSO. Requests for blank timecards should also be submitted to RRSO.

b. Exceptions written on timecards shall be in tenths. Refer to the Conversion Chart (Section I, Exhibit 1) for assistance.

c. The job order contains 11 alpha numeric characters. Positions 1 through 5, the UIC; position 6, the last number of the fiscal year and positions 7 through 11, the job order number assigned by the Budget Office.

d. Total Regular (REG), Overtime (OT), Compensatory Time Earned (CE) or Compensatory Time Taken (CT) should be written in appropriate blocks on the timecard.

e. Time and Attendance information based on employee's Work Schedule record is preprinted on the timecard. The timekeeper should line through this data when there is an exception on a particular day.

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EXHIBIT 1

GRADED TIMESHEET

EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO	
333-4435555	100003	60191	POCC0	JANE SMITH U		10/10/98		
STD JON	601919DODCW				HRS WORK	0730-1600		
TWR	AWK	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR		8:00	8:00	8:00	8:00	8:00	8:00	8:00
TYP/SFT		RG 0	RG 0	RG 0	RG 0	RG 0	RG 0	RG 0
GRADED ND	TYPE	WEEK	SUN	MON	TUE	WED	THR	FRI
JOB ORDER NUMBER	HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI
1	LA	2			3 0			
2	LV	2						
3	OU	2			3 0			
4	CT	2					2 0	
5	CE	2					1 0	
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	E/H
WKT1	IN	OUT	IN	OUT	WKT2	IN	OUT	OT
SUN					SUN			
MON					MON			
TUE					TUE			
WED					WED			
THU					THU			
FRI					FRI			
SAT					SAT			

CERTIFICATION ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS
FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED
END OF REPORT

AUTHORIZED SIGNATURE

EXPLANATION:

- Line # 1 Tuesday of the first week Jane took three hours of annual leave.
 Line#2 Monday of the first week Jane was eighteen minutes late for work.
 Line # 3 Tuesday of the second week, Jane worked three hours of unscheduled overtime.
 Line #4 Thursday of the second week, Jane took two hours of compensatory time.
 Line # 5 Friday of the first week, Jane earned one hour of compensatory time.

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EXHIBIT 2 WAGE GRADE TIMESHEET

EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
111-22-3333	00003	60191	P2730	SMITH, JOE NM		10/10/98	
STD JON	601919D0DCW					HRS WORK 0730-1600	
TOUR	AWS	SUN	MON	TUE	WED	THUR	FRI
TYP/SFT		8:00	8:00	8:00	8:00	8:00	8:00
GRADED ND		RF	RF	RF	RF	RF	RF
WEEK	DAY	TYPE	HOURS	JOB ORDER NUMBER	E/H	LST	TEM
					OTH	HR	SFT
							DIFF
							NUM
							START
							INT
1	1	4RS	8:00				2
2	1	5RS	8:00				2
3	1	6RS	8:00				2
4	2	2LA	3:00				3
5	2	5RT	8:00				3
6	2	6RT	8:00				3
REG	OT	COMP	HOL	SUN	2ND	3RD	ND
Wk1	IN	OUT	IN	OUT	IN	OUT	OUT
SUN							
MON							
TUE							
WED	1600:0030						
THU	1600:0030						
FRI	1600:0030						
SAT							
CERTIFICATION	ATTENDANCE AND ABSENCES	CERTIFIED CORRECT	OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS				
	FOR NON-EXEMPT FLSA	I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD					

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

END OF REPORT

A SUPERVISOR
AUTHORIZED SIGNATURE

EXPLANATION:

Line 1-3 Wednesday, Thursday, and Friday of first week, Joe was assigned to a temporary second shift.

Line 4 Monday of the second week, Joe took annual leave.

Line 5-6 Thursday and Friday of the second week, Joe was assigned to a temporary third shift.

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2. Type Hour Codes

a. DCPS type hour codes are required to report an employee's status and their correct pay entitlement. Each Type Hour Code, its complete definition and any special requirements are included (Exhibit 1). Special requirements are indicated by an asterisk (*).

b. Under DSCP all types of leave shall be charged in increments as small as tenths of an hour, and overtime and compensatory time can be earned in the same increments (EXHIBIT 2).

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EXHIBIT 1

TYPE HOUR CODES
QUICK REFERENCE

PAY TYPE HOURS

RG - Regular, (Graded)
 RF - Regular, First Shift (Ungraded)
 RS - Regular, Second Shift (Ungraded)
 RT - Regular, Third Shift (Ungraded)

 OS - Overtime, Scheduled
 OU - Overtime Unscheduled
 OX - Overtime, Unscheduled Exception
 OC - Overtime, Callback
 OA - Additional FLSA Hours
 ON - Overtime Scheduled, Not Worked - Court/Military Leave

 SG - Sunday Work (Graded)
 SF - Sunday Work, First Shift (Ungraded)
 SS - Sunday Work, Second Shift (Ungraded)
 ST - Sunday Work, Third Shift (Ungraded)

 HG - Holiday Work (Graded)
 HF - Holiday Work, First Shift (Ungraded)
 HS - Holiday Work, Second Shift (Ungraded)
 HT - Holiday Work, Third Shift (Ungraded)
 HC - Holiday Work, Callback

LEAVE HOURS - PAID

*LA - Annual
 *LB - Advanced Annual
 *LC - Court
 LF - Forced Annual
 *LG - Advanced Sick
 LH - Holiday
 *LI - Military, DC Guard
 *LL - Law Enforcement
 *LM - Military
 *LN - Administrative
 *LP - Annual, Restored #3
 *LQ - Annual, Restored #2
 *LR - Annual, Restored #1
 LS - Sick
 *LT - Traumatic Injury (COP)
 LV - Excused Absence
 LY - Time Off Award

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LEAVE HOURS - NONPAID

KA - LWOP
KB - SUSPENSION
KC - AWOL
KD - Office of Worker Compensation
KE - FURLOUGH
KG - Military Furlough (Called to Active Duty)

COMPENSATORY HOURS

CC - Compensatory Time Callback
CE - Compensatory Time Earned
CT - Compensatory Time Taken

CA - Religious Compensatory Time Taken
CR - Religious Compensatory Time Earned

ENVIRONMENTAL

EB - High Work
ED - Dirty Work
EE - Cold Work
EF - Hot Work
EK - Exposure to Hazardous Weather or Terrain
EM - Ground Work Beneath Hovering Helicopter
ES - Work AT Extreme Heights
EV - High Voltage Electrical Energy

FD - Poisons (Toxic Chemicals) High Degree
FE - Poisons (Toxic Chemicals) Low Degree
FK - Work in Fuel Storage Tanks
FL - Firefighting - High Degree
FM - Firefighting - Low Degree
FV - Asbestos

FAMILY LEAVE

DA - Birth of son/daughter or care of newborn
DB - Adoption or foster care
DC - Care for spouse, son, daughter, or parent
DD - Serious health condition of employee

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***SPECIAL REQUIREMENTS**

- LA, LB - For advanced annual or sick leave, a letter, memo
LS, LG or SF71 indicating number of hours and effective
date of the advance must be forwarded to the
Accounting Office to authorize the advance. The
amount of annual leave that may be advanced to an
employee is the number of hours he/she will
accrue through the end of the leave year or
appointment. The amount of sick leave that may
advanced to an employee is 240 hours.
- LC - Court Leave. For Jury Duty, court certifications
and Jury Duty Fee, when applicable, must be
forwarded to the Accounting Office. For witness a
copy of subpoena must be submitted.
- LI, LL - DC Guard, Law Enforcement, Military Leave. Do not
LM submit Advance Orders to the Accounting Office.
Upon return submit Certification of Attendance.
- LN - Administrative Leave. Department heads should
ensure that administrative leave is approved by
the Commanding Officer.
- LP, LQ - Restored Leave. A letter signed by the Commanding
LR Officer authorizing restored leave that has been
forfeited must be forwarded to Accounting Office
to establish a restored leave account.
- LT, LX - Traumatic Injury. Day of injury and
continuation of pay authorization must be submitted
with the timecard. Authorization must include date of
the original injury.
- KA - Authorized Leave Without Pay. Employee's approved
request for LWOP must be submitted to the Accounting
Office. For LWOP in excess of 30 calendar days, and
SF50, Notification of Personnel Action, is required.
- KD - Employee is in a non-pay status and is being paid
by the Dept of Labor, (Workmen's Compensation).
SF50, Notification of Personnel Action, is
required.

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EXHIBIT 2

MINUTES TO TENTHS CONVERSION CHART

<u>MINUTES</u>	<u>TENTHS EQUIVALENT</u>
:06	.10
:12	.20
:18	.30
:24	.40
:30	.50
:36	.60
:42	.70
:48	.80
:52	.90
:60	1.00

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3. Corrected Timecards. A corrected timecard should be submitted to correct erroneous entries, or for supplemental time and attendance information. The corrected timecard should show only the days that are being corrected. The corrected timecard must be annotated as being corrected, having the employee's name, SSN, UIC, distribution code, the pay period ending date that involves the correction, the date to be corrected, the correction (including applicable job orders) and it must be certified.

[illegible]

EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
333.4435555	100003	60191	POC0	JANE SMITH U		10/10/98	
STD JON	601919DODCW				HRS WORK	0730-1600	
LAWS	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR		8:00	8:00	8:00	8:00	8:00	8:00
TYP/SFT		RG 0	RG 0	RG 0	RG 0	RG 0	RG 0
GRADED ND	TYPE						
JOB ORDER NUMBER	HOUR	WEEK	SUN	MON	TUE	WED	THR
	LA			40			
	LS				8		
CTED TIME							
REG	OT	COMP	HOL	SUN	2ND	3RD	ND
WK1	IN	OUT	IN	OUT	IN	OT	REMARKS
SUN							
MON	730	1130					
TUE							
WED							
THU							
FRI							
SAT							

FOR NON-EXEMPT FLSA, I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

END OF REPORT

AUTHORIZED SIGNATURE

Line # 1 Correction for first week, second day: corrected to 4 hours of annual leave.

Line# 2 correction for second week fourth day: corrected to 8 hours of sick leave.

EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
111-22-3333	00003	60191	P2730	SMITH JOE NM		10/10/98	
STD JON	601919DODCW				HRS WORK	0730-1600	

[illegible]

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. FOR NON-EXEMPT FLSA, I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

END OF REPORT

**A SUPERVISOR
AUTHORIZED SIGNATURE**

Line 1 **Correction for second week, second day: corrected to 4 hours of annual leave**

Line 2 Correction for 1 second week: corrected to first shift, 8 hours.
Line 3 Correction for second week, fifth day: corrected to include 8 hours of hazardous duty pay (FD).

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4. Special Pay

a. Special Pay may be issued under the following conditions:

(1) If, due to clerical, administrative or payroll office error an employee does not receive all of his base pay, otherwise due.

(2) If due to clerical, administrative or payroll office error an employee does not receive premium pay (i.e., Sunday premium, night differential, environmental, overtime, etc.), otherwise due, in the amount of at least \$100 or more.

b. Normal procedure shall be that all clerical, administrative or payroll office errors will be adjusted in the next biweekly pay period.

c. When an individual meets the criteria established in paragraph one above he/she should make a written request, through their activity's chain of command, that a special pay is to be issued. Once the request is approved at the activity, the request shall be forwarded to the Comptroller, Accounting Division, to be processed. Detailed instructions pertaining to handling of the check shall be included in the request (i.e., mailed to what address, etc.). In most cases, requests shall be processed and mailed by Federal Express, next day delivery.

25 JAN 1999.

SPECIAL PAY REQUEST FORM

I am entitled to payment of \$_____ for (complete one of the following):

() Regular Pay	<u> </u>	() Vendor Payment	<u> </u>
	Pay Period Ending		Contract #

Pay Period Ending

Contract #

() Other _____
Purpose and Date

Purpose and Date

I never received this payment because the check was () Not
Delivered () Lost () Stolen () Destroyed

() Other _____
Give Explanation

Give Explanation

The check was received and endorsed before being lost or stolen _____. The endorsement read: _____
yes or no

yes or no

Type appointment Temporary or Career

Temporary or Career

Have you had a previous successor check in the past two years?

CERTIFICATION:

I hereby certify that if at any time I recover the original check described above, I will return it immediately to the Accounting Office. I understand that by the issuance of this successor check to replace the missing original check, I am entitled only to the proceeds of the successor check. I UNDERSTAND THAT IF I WILLFULLY OR KNOWINGLY NEGOTIATE BOTH CHECKS, I AM COMMITTING AN ACT OF FRAUD AGAINST THE U.S. GOVERNMENT AND THAT CIVIL, CRIMINAL AND/OR DISCIPLINARY ACTION MAY BE TAKEN AGAINST ME. I further understand that if it is determined that both checks have been negotiated, I WILL BE REQUIRED TO REPAY THE VALUE OF THE ORIGINAL CHECK WITHIN 15 DAYS OF NOTIFICATION BY THIS OFFICE. If I do not repay when requested, I consent to have the total amount withheld from my next scheduled payroll check, vendor check, or collected by any other means available to the government. I further understand, that if the check was paid over a forged signature, the check will then be re-issued by the U.S. Treasury.

Payee	_____	_____
	Signature	Address

Signature

Address

Telephone _____

 Area Code & # City, State and Zip Code

Area Code & #

City, State and Zip Code

SSN : _____

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FOR DISBURSING OFFICE USE ONLY:

Original Check Number_____ DSSN_____ Issue_____

Date_____

Voucher Number_____ Amount_____ Seq Number_____

D.O. Signature_____ Date_____

FOR FEDERAL EXPRESS DELIVERY, PLEASE PROVIDE THE FOLLOWING:

Work Address: _____

Bldg:_____ Room:_____

Commercial Phone Number:_____

Contact Person:_____

